



Instructions

5/10/2016

Commercial Building

Summary of ss. SPS 361.60 & 361.61 and Other Code & Statutory Requirements for Delegated Municipalities

All Delegations (per s. SPS 361.60, unless noted):

1. Adopt an acceptable ordinance to enforce the Commercial Building Code per the desired delegation.
2. Retain certified commercial building inspector(s).
3. Code officials shall comply with s. SPS 305.10 conflict of interest prohibitions.
4. Provide requested information to our agency, including:
 1. Changes in personnel
 2. Annual project activity
 3. Annual staff activity
 4. Cooperation with departmental monitoring efforts.
5. Provide a building permit application to project applicants.
6. Set fees by ordinance. (Note that s. 66.028, WI stats, directs that fees reflect the actual cost of providing the service.)
7. Do not issue local permits before any required state plan approval of projects per SPS 361.29(1).
8. Conduct plan review of delegated projects for “substantial compliance” in a manner acceptable to the department.
9. After plans are reviewed, stamp them “conditionally approved” or “not approved” as appropriate.
10. Retain one set of reviewed plans, calculations and correspondence for four years, subject to the open records law of ch.19, WI statutes.
11. Provide written notice of review action to the submitter and owner.
12. Require submittal of components not part of the original submittal.
13. Conduct inspections in a manner acceptable to the department.
14. Create written inspection reports with copies to the file, owner and submitter.
15. Issue orders to correct if items are not corrected after inspection.
16. Comply with open records requirements for enforcement program documents.

Second Class City Delegations (additional requirements):

1. Retain a registered architect or professional engineer who is also a certified commercial building inspector by examination and that supervises the plan examination function.
2. Provide a plan approval application form for projects exceeding base plan review limits.
3. Provide a monthly or quarterly report of projects delegated under this option.
4. Forward fees per s. SPS 302.31(1)(h) to the Division of Industry Services for projects exceeding base plan review limits.

Appointed Agents (additional requirements):

1. Provide a plan approval application form for projects exceeding base plan review limits.
2. Forward fees to the Division of Industry Services s per SPS 302.31(1)(h) for specified projects.

Additional Typical Expectations in Order to Meet Statutory Requirement of s. 101.12 for Enforcement in a Manner or Per Standards Approved by the Department

General:

1. Staff to attend occasional Industry Services' meetings or teleconferences for delegated municipalities.
2. Ensure that current adopted codebooks and critical references are available to staff.
3. Check for proper credentials of contractors and tradespersons.
4. Investigate complaints filed regarding commercial buildings in your jurisdiction.
5. Legal counsel provides reasonable follow-up of expired correction orders.
6. Verify proper designer and supervising professional credentials for projects in buildings of greater than 50,000 cubic feet.
7. Provide timely plan review turnaround.

Building Plan Review - Conduct building plan reviews within 15 business days in accordance with WI Administrative Code SPS 361.31(3)(a).

Fire Sprinkler Plan Review – Review of system design, hazard determinations, hydraulic calculations, and material data sheets.

Fire Alarm Plan Review - Review of system design, battery calculations, material data sheets, voltage drop calculations, and sequence of operations.

Inspections:

1. Inspect construction in a manner and frequency at least similar to the Department of Safety & Professional Services.
2. Require compliance statements for buildings over 50,000 cubic feet prior to occupancy

General Plumbing

382.20(2) AGENT MUNICIPALITIES.

The department may designate to an approved municipality the authority to review and approve plumbing plans and specifications for those plumbing installations to be located within the municipality's boundary limits and which require approval under sub. (1) (b).

382.20(1)(b) *Department or agent municipality review.* 1. Plumbing plans and specifications for the types of plumbing installations, except direct replacements, listed in Table 382.20–2 shall be submitted for review to an agent municipality, if the installation is to be located within the agent municipality or to the department, if the installation is not to be located within an agent municipality. A municipality shall be designated as an agent municipality in accordance with sub. (2). Written approval for the plumbing plans shall be obtained prior to installation of the plumbing.

Note: The number of plumbing fixtures to be submitted and reviewed by an agent municipality is a subject of local ordinances.

(a) An agent municipality shall utilize a plumbing inspector qualified by the department to conduct plumbing inspection and plan review at a staffing level based on local need.

1. The primary duties of the plumbing inspectors shall include plumbing plan review.
2. The plumbing inspectors shall be Wisconsin licensed master or journeyman plumbers.

(b) An agent municipality may waive its jurisdiction for plan review and approval for any project, in which case plans shall be submitted to the department for review and approval.

(c) Agent municipalities may set by ordinance the fees for plan review services.

Along with the completed application to request agent municipality delegation authority from the State of Wisconsin Department of Safety & Professional Services, Division of Industry Services, see the following list of delegated municipality general obligations and provide separate documentation.

Include the following information:

Provide: New/Proposed Ordinance(s) addressing:

1. Authorization of municipal code official to enforce plumbing plan submission requirements;
2. Duty of owners to submit for permits;
3. Fee schedule or reference to fees to be set by resolution;
4. Fines and penalties.

Administration. Provide:

1. Plumbing plan review application forms;
2. Sample of approval, denial and hold letters;
3. Staff plan review policies and procedures;
4. Sample of document(s) used to convey conditions of approvals;
5. Plan review checklists or guidelines;
6. Samples of other forms, letters of documents used by the plumbing plan review staff.

Personnel

1. A qualified plan reviewer/inspector includes an individual whom:
 - a. Shall be a licensed plumber per SPS 382.20(2)(a)2.
 - b. Received instruction/training by authorized department personnel.
 - c. Be capable to conduct plumbing inspection and plan review at a staffing level based on the local need.
2. Identify certified commercial plumbing inspector(s)
3. Code officials shall comply with s. SPS 305.10 conflict of interest prohibitions
4. Provide requested information to our agency, including:
 - a. Changes in personnel
 - b. Annual project activity
 - c. Annual staff activity

Plan Review Actions

1. Provide written notice of review action to the submitter and owner.
2. Recognize omissions and require submittal of missing components not part of the original submittal.
3. Staff to attend occasional Industry Services' meetings or teleconferences for delegated municipalities.
4. Ensure that current adopted codebooks and critical references are available to staff.
5. Provide timely plan review turnaround not to exceed 15 business days.
6. Conduct plan review of delegated projects for "substantial compliance" in a manner acceptable to the department.
7. After plans are reviewed, stamp them "conditionally approved" or "not approved" as appropriate.
8. Retain one set of reviewed plans, calculations and correspondence for three years, subject to the open records law of ch. 19, WI statutes.
9. Audits. Cooperation with departmental monitoring efforts.

Inspection Actions

1. Conduct inspections for plumbing installations where a local permit has been issued.
2. Create written inspection reports with copies to the file, owner and submitter.
3. Issue orders to correct if items are not corrected after inspection.
4. Check for proper credentials of contractors and tradespersons.
5. Investigate complaints filed regarding plumbing issues in your jurisdiction within 10 business days of receipt.

Elevator Plan Review and Inspection**SPS 318.1012 Agent Municipalities****(1) DESIGNATION.**

(a) Pursuant to ss. 101.12 and 101.983 (4), Stats., the department may designate a municipality as an agent of the department and thereby assign the authority to review and approve conveyance plans and specifications, conduct inspections and issue permits to operate those installations located within the municipality's boundaries.

(b) The plan review activities of a municipality that is not a 1st or 2nd class city shall be limited to parameters specified in s. 101.12 (3) (b), Stats.

Note: Section 101.12 (3) (b) of the Statutes reads as follows: "[The department shall] Accept the examination of essential drawings, calculations and specifications in accordance with sub. (1) for buildings containing less than 50,000 cubic feet of volume and alterations to buildings containing less than 100,000 cubic feet of volume performed by cities, villages, towns or

counties, provided the same are examined in a manner approved by the department. The department shall determine and certify the competency of all such examiners."

(2) CONDITIONS OF AGENT DESIGNATION.

(a) In addition to the statutory provisions under s. 101.12 (3) (a) to (b), Stats., all agent municipalities shall comply with all of the following:

- 1.** Employ or contract with licensed elevator inspectors to perform plan review and inspection functions.
- 2.** Forward to the department any information requested by the department relative to the examination of plans and inspections of conveyances.
- 3.** Notify the department, in writing, at least 60 days prior to the date upon which the agent municipality intends to relinquish the plan examination and inspection responsibilities for equipment covered under this chapter.

(b) An agent municipality may waive its jurisdiction for plan review and approval for any project. In that case, plans shall be submitted to the department for review and approval.